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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

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DATE: 7 April 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #14

1. Armed Forces Training, etc.

Pursuant to DTR's instructions at the 1 April staff meeting, PPS has drafted an OTR notice concerning the handling and recording of outside requests for CIA officials as guest speakers. A closely related, proposed CIA regulation also has been drafted to establish the OTR Registrar and CO/OS/TR as the offices of record for training support and training materials, respectively, furnished by CIA to the U. S. Armed Forces.

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2. JOTP

An outline schedule of the JOT Orientation Course, showing dates of the sub-courses, has been circulated to the OTR School Chiefs, Registrar, and C/JOTP. It adheres to the 10-week, 18 July - 23 September course agreed [redacted], amended to include one hour of "CIA management" in the 16 hours devoted to CIA Support activities and four days of overseas effectiveness training in addition to the four hours included in the opening, three-day Orientation to Intelligence Activities. As of this writing (1030, 6 April 1960), only the Operations School sub-course outline is missing.

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3. DD/P Training Officers' Meeting

The agenda for the DD/P training officers' meeting scheduled for 1400, 6 April 1960, included presentations by [redacted] concerning the [redacted] Course, [redacted] concerning TSD training, and by [redacted] on the May, CIA Contingency Force task force familiarization training program. Incidentally, [redacted] who is handling DD/P registrations for the contingency force training, informed PPS on 5 April that applications have been very slow in coming in, despite Mr. Bissell's endorsement of the program.

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4. Educational Consultant

[redacted] will be monitoring the [redacted] Course 25X1
 [redacted] 4 April 1960. 25X1
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5. Call from NSA Regarding Management Training

[redacted] who says that he is an instructor in the management training program at NSA [redacted], called 25X1
 6 April concerning: 25X1

(a) establishing a point of contact in the CIA training office for the exchange of information about management training;

(b) obtaining a CIA guest speaker for a forthcoming management seminar. Tentatively he would like such a speaker to discuss what happens to the NSA "product" when it reaches a customer agency. Similar speakers from other customers are also being invited.

[redacted] was referred to [redacted] as a point of contact for comparing notes on management training. With respect to a guest speaker, he was encouraged to talk first with his own NSA colleagues who deal with CIA representatives with the thought of using this means both to ascertain precisely what such a guest speaker might talk about and also to identify likely candidates. [redacted] was also asked to send us a short note confirming his request when he knows precisely who, when, and what he wants. However, he exhibited a strong aversion to formal correspondence, preferring if possible to conduct his negotiations orally. 25X1
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6. Base Development Plan

The Base Development Plan [redacted] been typed in final form and is being reproduced. 25X1
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[redacted]

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8. WH/4

Three meetings have been held with WH/4 personnel and were reported orally to the DTR.

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